In this job aid, you will learn how to *Create a Deposit*. Specifically, you will learn how to:

A. Create a deposit for US Currency
B. Create a deposit for Foreign Currency Cash
C. Create a deposit for Foreign Check Item

A   CREATING A DEPOSIT FOR US CURRENCY

To create a deposit for **US Currency**, complete the following steps:

1. Click the **Deposit Processing** tab.

2. From the **Create Deposit** menu, click **US Currency**. The *Select OTC Endpoint* page appears.

3. Select an OTC Endpoint to create a deposit. The *Step 1 of 3: Define Deposit Preparation Information* page appears.

4. Enter the necessary information to prepare the deposit:
   4.1.   Under **Deposit Information**,
      • Enter the **Deposit Total**
      • Select the **Voucher Date**
      • *Optional:* Select the **Fiscal Year**
   4.2.   Under **Financial Institution Information**,
      • Select a **Financial Institution**
   4.3.   Under **Agency Information**,
      • *Optional:* Enter comments in **Agency Use (Block 6)**
      • *Optional:* Enter the dates the receipts are processed in
      • **From:** and **To:**
      • *Optional:* Enter the name of the **Alternate Agency Contact**
      • *Optional:* Enter the **User Defined Field (UDF)** details
   4.4.   Under **Currency Denomination**, *if applicable*
      • Enter the Paper Currency Count
      • Enter the Coin Currency Count
   4.5.   Under **Totals**, *if applicable*
      • Enter the **Checks and Money Orders Subtotal**
      • Enter the **Currency Subtotal**
      • Enter the **Coin Currency Subtotal**

   Note: The Deposit Variance should equal $0.00. before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

5. Click **Calculate $** to determine the Deposit Variance.

6. Click **Next**. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears.

7. Select an **Accounting Code** or **Treasury Account Symbol (TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit.

   Note: At least one accounting code entry is required, but additional lines are optional.
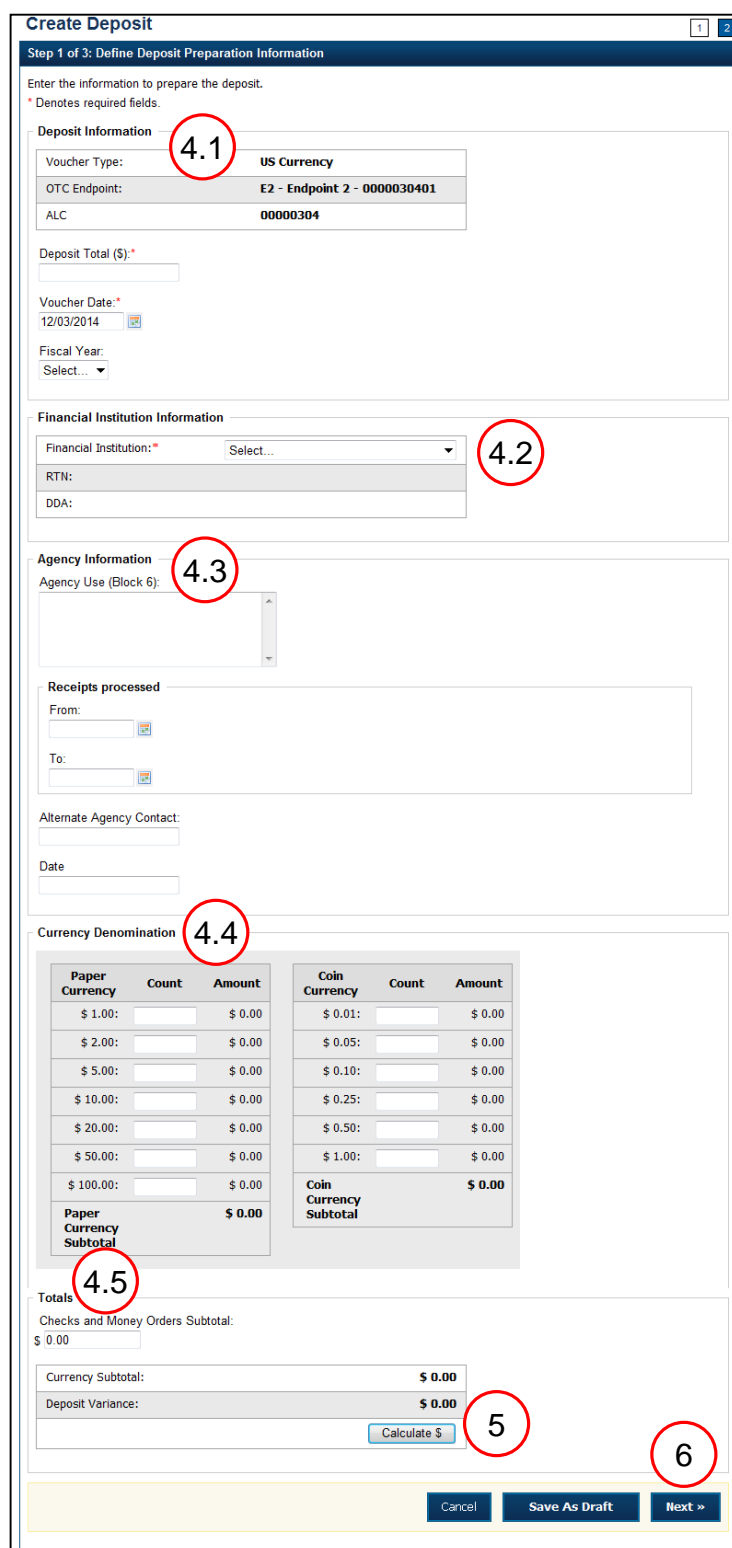   Accounting codes are displayed for editing if:
         • They *are not* identified as **TAS**
         • They *are* identified as **TAS** and designated by **SAM** as **Valid** or **Invalid**
      Accounting codes do not display for editing if they are identified as **TAS** and are being validated by **SAM**.
      If no accounting codes display, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.
      The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

8. Click **Next**. The *Step 3 of 3: Review Deposit Preparation Information* page appears.

9. Verify the deposit information is correct and then click either **Save As Draft**, **Save for Approval**, or **Submit.**

B

CREATING A DEPOSIT FOR FOREIGN CURRENCY CASH

To create a deposit for **Foreign Currency Cash**, complete the following steps:

1. Click the **Deposit Processing** tab.

2. From the **Create Deposit** menu, select **Foreign Currency Cash** for type of deposit. *The Select OTC Endpoint* page appears.

3. Select an OTC Endpoint to create a deposit. The *Step 1 of 3: Define Deposit Preparation Information* page appears.

4. Enter the necessary information to prepare the deposit and click **Next**
   4.1. Under **Foreign Currency Information**,
      • Enter the **Currency Code**
      • Enter the **Foreign Currency Amount**
   4.2. Under **Financial Institution Information**,
      • Select a **Financial Institution**
   4.3. Under **Agency Information**,
      • *Optional:* Enter comments in **Agency Use (Block 6)**
      • *Optional:* Enter the **From:** and **To:** dates the receipts are processed for
      • *Optional:* Select the **Fiscal Year**
      • *Optional:* Enter the name the **Alternate Agency Contact**
      • *Optional:* Enter the **User Defined Field (UDF)** details

5. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Select an **Accounting Code** or **Treasury Account Symbol** (**TAS)**, enter the **Amount**, and click **Add** for each subtotal of the deposit.

   Note: If an Agency Accounting Code label is customized, it is displayed as the label above the imported codes, according to the custom label that was defined for the highest level organization. This applies to OTC Endpoints that use the deposit processing and/or check processing functionalities. The default accounting code label is **Agency Accounting Code**.
   At least one accounting code entry is required, but additional lines are optional.
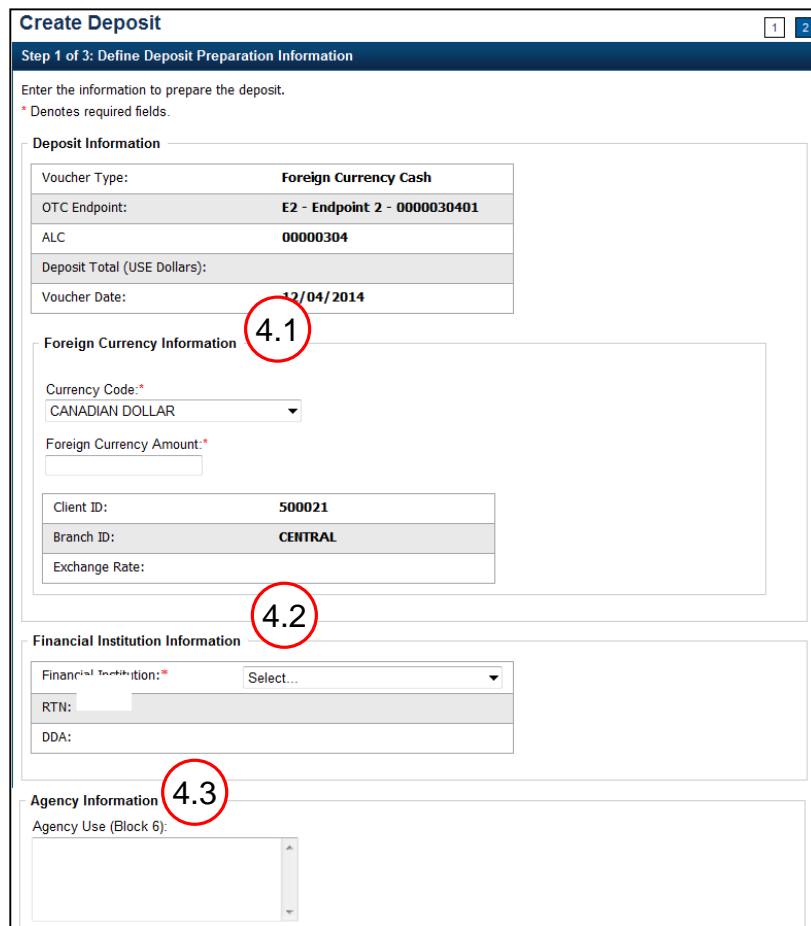   Accounting codes are displayed for editing if:
      • They *are not* identified as **TAS**
      • They *are* identified as **TAS** and designated by **SAM** as **Valid** or **Invalid**
   Accounting codes do not display for editing if they are identified as **TAS** and are being validated by **SAM**.
   If no accounting codes display, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.
   The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

6. Click **Next**. The *Step 3 of 3: Review Deposit Preparation Information* page appears.

7. Verify the deposit information is correct and then click **Save as Draft , Save for Approval**, or **Submit.**

Create Deposit   [1] [2]

Step 1 of 3: Define Deposit Preparation Information

Enter the information to prepare the deposit.
* Denotes required fields.

Deposit Information

Voucher Type:	Foreign Currency Cash
OTC Endpoint:	E2 - Endpoint 2 - 0000030401
ALC	00000304
Deposit Total (USE Dollars):	
Voucher Date:	12/04/2014

(4.1)

Foreign Currency Information

Currency Code:*
CANADIAN DOLLAR

Foreign Currency Amount:*

Client ID:	500021
Branch ID:	CENTRAL
Exchange Rate:	

(4.2)

Financial Institution Information
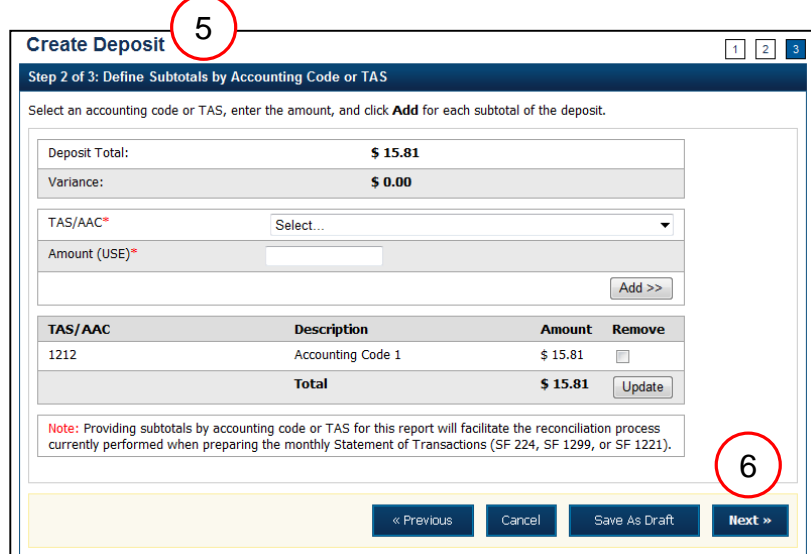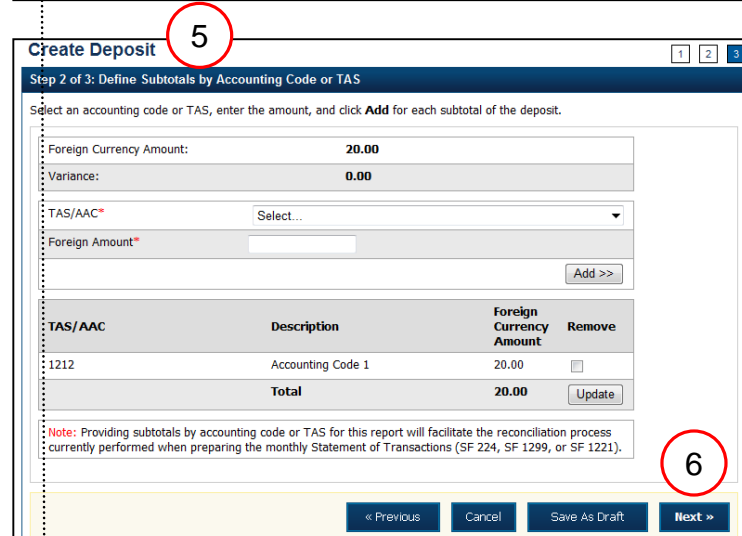
Financial Institution:*   Select...
RTN:
DDA:

Agency Information   **(4.3)**

Agency Use (Block 6):

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(5)

Create Deposit   [1] [2] [3]

Step 2 of 3: Define Subtotals by Accounting Code or TAS

Select an accounting code or TAS, enter the amount, and click **Add** for each subtotal of the deposit.

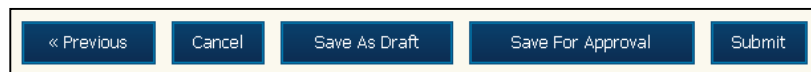| Deposit Total: | $ 15.81 |
| Variance: | $ 0.00 |

TAS/AAC*   Select...
Amount (USE)*
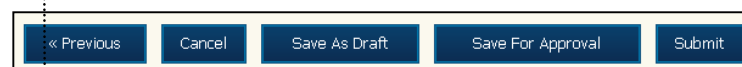
Add >>

TAS/AAC	Description	Amount	Remove
1212	Accounting Code 1	$ 15.81	☐
	Total	$ 15.81	Update

Note: Providing subtotals by accounting code or TAS for this report will facilitate the reconciliation process currently performed when preparing the monthly Statement of Transactions (SF 224, SF 1299, or SF 1221).

(6)

« Previous   Cancel   Save As Draft   Next »

« Previous   Cancel   Save As Draft   Save For Approval   Submit

(7)

C

CREATING A DEPOSIT FOR FOREIGN CHECK ITEM

To create a deposit for **Foreign Check Item**, complete the following steps:

1. Click the **Deposit Processing** tab.

2. From the **Create Deposit** menu, select **Foreign Check Item** for type of deposit. The *Select OTC Endpoint* page appears.

3. Select an OTC Endpoint to create a deposit. The *Step 1 of 3: Define Deposit Preparation Information* page appears.

4. In the following sections, enter the necessary information to prepare the deposit and click **Next**.
   - 4.1. Under **Deposit Information**,
     - • Enter the **Voucher Date**
     - • Enter the **Currency Code**
     - • Enter the **Foreign Currency Amount**
   - 4.2. Under **Financial Institution Information,**
     - • Select a **Financial Institution**
   - 4.3. Under **Agency Information**,
     - • *Optional:* Enter comments in **Agency Use (Block 6)**
     - • *Optional:* Enter the **From:** and **To:** dates the receipts are processed for
     - • *Optional:* Select the **Fiscal Year**
     - • *Optional:* Enter the name the **Alternate Agency Contact**

5. The *Step 2 of 3: Define Subtotals by Accounting Code or TAS* page appears. Select an **Accounting Code** or **Treasury Account Symbol (TAS),** enter the **Amount**, and click **Add** for each subtotal of the deposit.

   Note: If an Agency Accounting Code label is customized, it is displayed as the label above the imported or modified codes within the Maintain Accounting Codes module, according to the custom label that was defined for the highest level organization. Within the rest of the application, custom labels apply to deposit processing functionalities, but are not extended to check processing functionalities. The default accounting code label is **Agency Accounting Code**.
   At least one accounting code entry is required, but additional lines are optional.
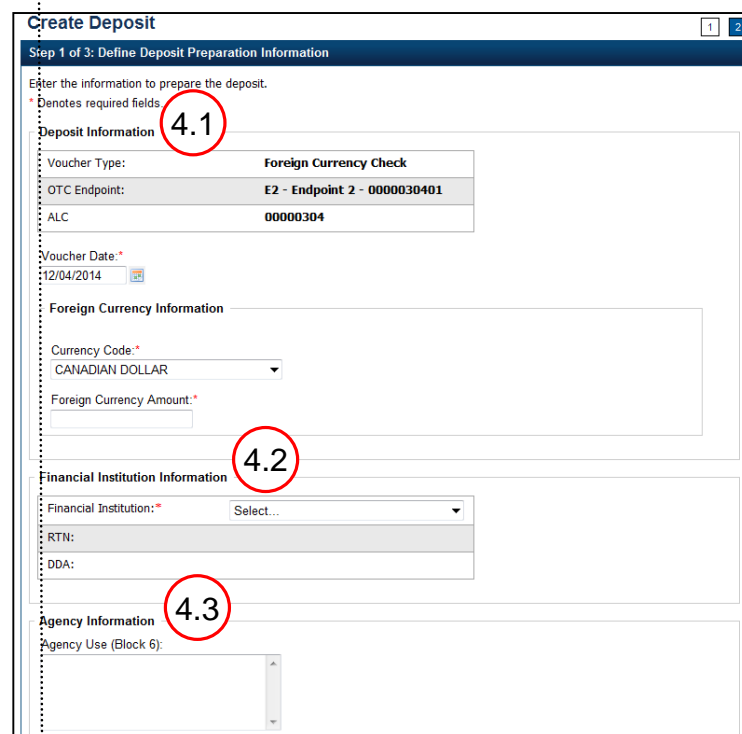   Accounting codes are displayed for editing if:
   - • They *are not* identified as **TAS**
   - • They *are* identified as **TAS** and designated by **SAM** as **Valid** or **Invalid**
   Accounting codes do not display for editing if they are identified as **TAS** and are being validated by **SAM**.
   If no accounting codes display, contact your **Accounting Specialist** or **Local Accounting Specialist** for assistance.
   The combined accounting code subtotal must be equal to the deposit total before proceeding to the next step. If it does not, you must go back and re-validate your subtotal entries.

6. Click **Next**. The *Step 3 of 3: Review Deposit Preparation Information* page appears.

7. Verify the deposit information is correct and then click either **Save as Draft , Save for Approval,** or **Submit.**